

## DOCUMENT RETENTION CHECKLIST

Document	Retention Period
Legal Contracts	6 years for contracts that are not executed by deed and 12 years for contracts that are executed by deed. You are not legally obliged to keep them this long, but you should keep them for the aforementioned limitation periods (i.e. the time in which someone can bring a claim against you) as you could be penalised by the court if you can't produce relevant documents.
Audited financial statements, tax returns, VAT and assessments and banking records	6 years
Records establishing client's identity for money laundering purposes	5 years

### Employment Records

Document	Retention Period
Job applications and interview records of unsuccessful candidates	A short period, perhaps 6 months after notifying unsuccessful candidates (or longer, if there is a clearly communicated policy to keep candidates CVs for future reference). Application forms should give applicants the opportunity to object to their details being retained.
Personnel and training records	While employment continues and up to 6 years after employment ceases.

<b>Document</b>	<b>Retention Period</b>
Written particulars of employment, contracts of employment and changes terms and conditions	While employment continues and up to 6 years after employment ceases
Working time records	3 years
Annual leave records	6 years or possibly longer if leave can be carried over from year to year.
Payroll and wage records for companies	6 years from the financial year-end in which payments were made
PAYE records	Not less than 6 years after the end of the tax year to which they relate
Maternity leave records	No set retention period but we would recommend at least 12 months from cessation of maternity leave.
Adoptive leave records	No set retention period but we would recommend at least 12 months from cessation of maternity leave.
Paternity records	8 years
Current bank details of employees	No longer than necessary
Any reportable accident, death or injury in connection with work	For at least 10 years from the date of the accident
Consents for the processing of personal and sensitive data	For as long as the data is being processed and up to 6 years afterwards

## Limited Company Records

<b>Document</b>	<b>Retention Period</b>
Company formation documents such as Certificate of Incorporation	Permanently
Register of members	Permanently
Minutes of directors' meetings	Permanently
Copies of shareholder resolutions and minutes of shareholder meetings	Permanently

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